

NAVSTA NORFOLK INSTRUCTION 3500.1K

Subj: STANDING ORDERS

Encl: (1) Standing Orders Book

1. Purpose. To publish orders and provide policy approved by the Commanding Officer for operations on Naval Station Norfolk.

2. Cancellation. NAVSTANORVAINST 3500.1J.

3. Discussion. The following is established:

a. Standing Orders Book. Issued as enclosure (1), Commanding Officer Standing Orders constitute command policy statements. Recommended additions, deletions, or modifications will be submitted through the chain of command for appropriate staffing prior to submission to the Commanding Officer for approval.

b. Pass Down Log (PDL). The PDL contains information that is relevant for a relatively short duration. CDO's should utilize the PDL as a tool for recording information to pass onto their relief. Entries should remain in the log so long as the information remains valid. When appropriate, care should be taken to notify applicable Department Heads if PDL entries apply to them and they normally would not see the PDL.

c. Pre-planned Response Folders. Folders are either classified or unclassified. They contain approved responses to a variety of both administrative and force protection related situations and other tools that cannot be outlined in this directive. Folders will be maintained in the Quarterdeck safe.

d. Classified Read Board. This board is maintained by the Officer of the Deck (OOD) to serve as a quick and easy reference for all watch standers. The OOD shall continuously update, remove

and properly destroy, using a cross cut shredder, any message more than two days old that is no longer applicable or that hasn't been earmarked for reading by all CDO's as a pass down item. Contact the Message Center for guidance and assistance.

#### 4. Responsibility

##### a. The SWO will:

(1) Be responsible for the completeness of the Standing Orders Book, PDL and Pre-planned Response Folders and audit these as required.

(2) Be responsible for the qualification and training of CDO's, ACDO's, OOD's, and MOOW's, including setting up oral boards chaired by the Commanding Officer for CDO qualification.

(3) Submit additions, deletions, or modifications to the Standing Orders to the Commanding Officer for approval.

(4) Review all incoming directives to determine their appropriateness for inclusion in the CDO files.

(5) Inspect watches and logbooks on a regular basis to ensure procedures contained herein are being followed.

##### b. The Administrative Officer will:

(1) Maintain the Commanding Officer and Executive Officer copies of the Standing Orders.

(2) Route copies of all incoming directives to the SWO for determination as to their suitability for inclusion in the CDO files.

(3) Ensure all CDO's, ACDO's and Quarterdeck watchstanders have appropriate security clearances.

##### c. CDO's/ACDO's/OOD's/MOOW's will:

(1) Review the PDL upon assuming the watch and make a log entry to that effect.

(2) Be familiar with the contents of all publications, directives and instructions.

(3) Sign the signature sheet in the front of the Standing Orders Book each month signifying they have read and understood all Standing Orders and they have reviewed the CDO files.

(4) Advise the SWO in writing when guidance available in the duty office is insufficient or could be improved.

d. Department Heads and Special Assistants: Will review and sign these orders quarterly.

G. L. BECKER

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LIST I